



The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
Board of Registration of Veterinary Medicine  
239 Causeway Street  
Boston, MA 02114

Applicant's Checklist/Requirements for Licensure

The following must be submitted to the Board in order for your application to be complete. Please enclose this checklist with your application.

- ☐ **Completed application w/ photo**
- ☐ **Fee(s) (See scheduling form for appropriate amount)**
- ☐ **Completed scheduling form**
- ☐ **Completed Juris Prudence Exam**
- ☐ **Confirmation of degree. (Official transcripts, Item 8 on application, certified statement from the Dean, or copy of diploma will be accepted.)**
- ☐ **Educational Commission for Foreign Veterinary Graduates (ECFVG)**  
**Certification from graduates of foreign veterinary schools** (to sit for exam, the Board requires verification of enrollment in ECFVG program and copy of veterinary diploma and transcript. For licensure, applicant must submit proof of completion of the ECFVG.)
- ☐ **Exam scores from Veterinary Information Verifying Agency (VIVA)**  
**Have scores sent directly to the Board at the address above.**
- ☐ **If you have/had a license in another state, verification from each state is required.**
- ☐ **Two completed Professional and Ethical Reference Forms (must remain in sealed envelopes; back of envelope must be signed along the seal)**
- ☐ **NAVLE registrants only: Page 32 (NAVLE Registration Form) of the NAVLE Bulletin.**

Should you have any questions about the application process, please contact Jodi Rubin, Board Administrator, at (617) 727-3063 or via email <jodi.b.rubin@state.ma.us>

## SCHEDULING FORM

This form must be submitted regardless of whether or not you are taking the NAVLE. Checks/money orders should be made payable to the Commonwealth of Massachusetts (or "Comm. Of Mass.") Personal checks are accepted. Please do not send cash.

### Application Fees

Fees need to be divided into two separate checks. Check #1 will be deposited upon receipt of your application. Check #2 will be held until your application is complete and you are issued a license.

Check #1:

\$102 (Application Fee)

\$135 (Jurisprudence Examination)

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\$237

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Check #2

\$62 (Initial License Fee)

### Examination Information and Fees

If applicable, please indicate the testing window you wish to take the North American Veterinary Licensing Exam (NAVLE) and enclose a separate payment of \$375 made payable to "NAVLE."

August 9, 2004 deadline

☐ November 15 - December 11, 2004

April 2005 Test Dates and Deadlines

☐ TBA

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### To Be Filled Out By All Applicants

Name: \_\_\_\_\_

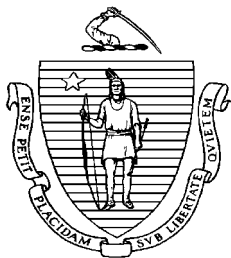
Street/City/State/Zip: \_\_\_\_\_

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Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Day Tel#: \_\_\_\_\_ Eve Tel#: \_\_\_\_\_ Email: \_\_\_\_\_

Best Way To Reach You: ☐ Daytime Phone ☐ Evening Phone ☐ Email



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## INSTRUCTIONS AND INFORMATION

All items on the enclosed checklist must be submitted to the Board in order for your application to be complete. Transcripts and other forms to be filled out by a third party may be sent under separate cover though it is preferred that they be submitted with the application in order to avoid delays. If submitted with the application, those items must remain sealed and your references must sign along the seal on the back of the envelope. Letters of verification from states you currently hold or have held a license must be submitted directly to the Board from that state. Please remember that you are not permitted to practice veterinary medicine in Massachusetts until you have received notification that the Board has granted a license.

### EXAMINATION INFORMATION

Only candidates seeking a Massachusetts license will be permitted to sit for the North American Veterinary Licensing Exam (NAVLE) and/or the Jurisprudence examination. Foreign veterinary graduates must enroll in the Educational Commission for Foreign Veterinary Graduates (ECFVG) program before applying, and proof of enrollment is required prior to sitting for an examination.

All examination candidates must have either graduated or be within 210 days of graduation. The Board will accept a letter from the Dean of a veterinary school which certifies that you have received the degree of Doctor of Veterinary Medicine or has met all of the requirements for graduation and will graduate no later than 210 calendar days after the Board's examination. In lieu of a letter from the dean, completion of item no. 8 on the application is acceptable. **For candidates who sit for the examinations prior to graduation, you must submit a notarized copy of your diploma or an official transcript AFTER you graduate in order for the Board to grant you a license.**

If you have already successfully completed the national exams, you must have a score report forwarded to the Board by the Veterinary Information Verifying Agency (VIVA). A Score Transfer Request Application is enclosed, or call VIVA directly toll-free at 877-698-VIVA (8482).

Exams are administered during windows in the Spring and Winter. Candidates wishing to sit for the NAVLE must submit the Application, Registration Form (page 32 of the NAVLE Bulletin) and fees to the Board no later than the deadline listed on the form. Do not wait until the last minute to file, as we cannot be responsible for mail delays. Information received after the deadline will not be accepted.

For exams taken prior to December 1992, the passing grade on the NBE and CCT is 75. Passing status on current national exams are based upon the criterion-referenced passing scores established by the Standard Setting Committee of the National Board Examination Committee (NBEC) of the AVMA. A score equal to or higher than 425 is equivalent to the passing score.

The Board will notify all candidates in writing of their National examination results approximately 6 to 8 weeks following the closing of each testing window. The jurisprudence examination will be scored upon receipt of your application. Please do not call the Board for your results, as they cannot be given over the phone.

## **RECIPROCITY**

If you are a licensed veterinarian engaged in the practice of veterinary medicine in another state for five consecutive years, you may apply for licensure in Massachusetts under reciprocity and meet the following requirements:

- You must be a graduate of an accredited veterinary school or holder of an ECFVG Certification.
- The board of examiners for each state you hold or have held a license must supply a certified statement of licensure status.
- You must provide proof of a passing score on the national exams.
- You shall take and pass the Massachusetts Jurisprudence Examination.

## **INFORMATION FOR GRADUATES OF FOREIGN VETERINARY SCHOOLS**

The Massachusetts Board of Veterinary Medicine permits graduates of foreign veterinary schools to sit for the NAVLE and Jurisprudence examination provided that you are pursuing a Massachusetts veterinary license and that the following is provided:

1. Proof of enrollment in the ECFVG certification program
2. Completed application
3. Confirmation of degree from veterinary school.

In addition to passing licensing examinations, candidates will not be granted a license to practice veterinary medicine until the Board is in receipt of an ECFVG Certificate. For information and application to the certification program, please contact the American Veterinary Medical Association (AVMA) at 1931 N. Meacham Rd., Schaumburg, IL 60173-4360. Telephone No. (847) 925-8070.

Candidates receiving a degree from a foreign veterinary school must have transcripts or diplomas translated into English and notarized prior to submitting evidence of graduation.

## **LIMITED LICENSES/ BOARD CERTIFIED VETERINARIANS**

The NAVLE requirement may be waived in the case of an AVMA Board Certified veterinarian (Jurisprudence Exam will not be waived.) If such a waiver is granted, the Board shall restrict the licensee's veterinary practice to his/her Board Specialty. Please include a resume and a copy of your Board Specialty Certificate. An interview with the Board may be required.

### **TEMPORARY PERMITS** (contact the Board for supplement form)

#### **Graduates of Approved Veterinary Schools**

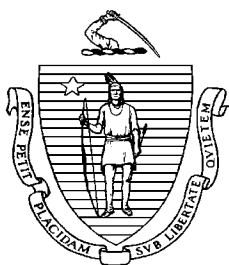
To be eligible for a temporary permit, a candidate must have passed the Jurisprudence Exam and either the NBE or CCT; or the NAVLE. A Board interview with the candidate and supervisor is required.

Such temporary permit may be granted provided that the candidate sits for the next scheduled examination and also provided that the candidate is at all times employed by and practices under the direct supervision and control of a licensed veterinarian practicing in Massachusetts. A temporary permit is not renewable.

#### **Graduates of Foreign Veterinary Schools**

To be eligible for a six month temporary permit, a candidate must have passed both the Jurisprudence Examination and the national exams, and must be within twelve months of completing the ECFVG Clinical Proficiency Exam (CPE) or the evaluated clinical experience portion of the ECFVG program. A Board interview with the candidate and supervisor is required.

Candidates will be required at all times to be employed by and practice under the direct supervision and control of a licensed veterinarian practicing in Massachusetts. The Board may renew a temporary permit for an additional six months (not to exceed twelve months).



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Please attach recent passport type

2" x 2"

head and shoulder photograph

**VETERINARY MEDICINE  
EXAMINATION/LICENSURE APPLICATION**

1. Name: \_\_\_\_\_  
Last First Middle Maiden

2. Mailing Address: \_\_\_\_\_  
No. Street Apt. No.  
\_\_\_\_\_  
City/Town State Zip Code

3. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

4. Telephone Number (Day): \_\_\_\_\_ (Eve.): \_\_\_\_\_

5. SOCIAL SECURITY NUMBER (MANDATORY): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

6 Name of Veterinary School: \_\_\_\_\_

7. Date and Degree Conferred: \_\_\_\_\_

**8. CERTIFICATE BY DEAN OR REGISTRAR OF VETERINARY COLLEGE**

I, \_\_\_\_\_, as Dean/Registrar of \_\_\_\_\_

certify that the applicant attended this institution from \_\_\_\_\_ to \_\_\_\_\_ and has received or  
will receive (circle one) a Doctor of Veterinary Medicine degree on \_\_\_\_\_.

SCHOOL SEAL

\_\_\_\_\_  
Signature of Dean/Registrar

**9. DISCIPLINARY HISTORY**

If you answer YES to any of the following questions (A-F), please attach a complete explanation.

- A. Has any disciplinary actions been taken against you by a licensing/certification board located in the United States or any country or foreign jurisdiction? YES \_\_\_\_\_ NO \_\_\_\_\_
- B. Are you the subject of pending disciplinary action by a licensing/certification board located in the United States or any country or foreign jurisdiction? YES \_\_\_\_\_ NO \_\_\_\_\_
- C. Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction? YES \_\_\_\_\_ NO \_\_\_\_\_
- D. Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction? YES \_\_\_\_\_ NO \_\_\_\_\_
- E. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$100.00 was assessed?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- F. Has your registration/license to dispense controlled substances ever been suspended, revoked, or placed on probation? YES \_\_\_\_\_ NO \_\_\_\_\_

10. List any professional licenses/registrations you hold or have held in the United States or any country or foreign jurisdiction and the state/jurisdiction from which the license/registration was issued along with the license number.

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11. List all addresses where you have engaged in the practice of veterinary medicine, including service in the armed services. \_\_\_\_\_

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12. If you are presently engaged in any type of veterinary endeavor either as a principal or as an assistant, please provide details. \_\_\_\_\_

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13. Have you taken any of the following examinations in Massachusetts: NBE\_\_\_\_ CCT\_\_\_\_ NAVLE \_\_\_\_

Candidates who have successfully taken and passed the NBE and CCT on or before April 2000 are eligible for a license. Candidates who have passed only one of those examinations will be required to take the NAVLE. If any of the above boxes are checked, you must have scores transferred from VIVA to the Board of Veterinary Medicine, 239 Causeway Street, Boston, MA 02114. A score transfer form is included with this application.

14. Pursuant to GL c 62C, s. 49A, I have filed all Massachusetts tax returns and paid all Massachusetts taxes required by law. YES \_\_\_\_\_ NO \_\_\_\_\_ If “no”, please explain \_\_\_\_\_

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15. If you are not a graduate of a school of veterinary medicine accredited by the American Veterinary Medical Association, have you secured a certificate issued by the Educational Commission for Foreign Veterinary Graduates or a Certificate of Qualification issued by the Canadian Veterinary Medical Association? YES \_\_\_\_\_ NO \_\_\_\_\_

16. Please list the two licensed veterinarians who will be completing the Professional and Ethical Reference Forms.

\_\_\_\_\_  
\_\_\_\_\_

**18. AFFIDAVIT**

I certify, that I agree to abide by the GL c. 112, s. 54-60 and the Rules and Regulations for the licensing of veterinarians as contained in 256 CMR and attest that all statements made in herein are truthful and are made under the pains and penalties of perjury.

**Sign in the presence of a Notary Public or other public official qualified by law to administer oaths.**

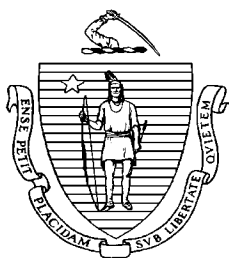
\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date Commission Expires





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**PROFESSIONAL AND ETHICAL REFERENCE FORM**

I, \_\_\_\_\_, hereby authorize

\_\_\_\_\_,  
(applicant)

(licensed veterinarian)

to provide the Board of Registration in Veterinary Medicine, with all information of any kind which the veterinarian may deem relevant to my qualifications as an applicant. I hereby release and discharge the endorser from all claims arising out of the provision of such information.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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The remainder of this form is to be completed by the veterinarian named above. Failure to do so will render this document invalid. Do not complete unless the above waiver is signed. This form must be signed by a Notary Public.

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Tel. Number: \_\_\_\_\_ 4. License Number: \_\_\_\_\_ 5. State where licensed: \_\_\_\_\_

6. Relationship to the applicant (supervisor, professor, etc.): \_\_\_\_\_

7: Length of time known: From \_\_\_\_\_ to \_\_\_\_\_  
(month/year) (month/year)

8. Indicate the setting(s) in which you have known the applicant, description of applicant's duties, and extent of your contact with applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you certify that the applicant is in good moral character? Yes \_\_\_\_\_ No \_\_\_\_\_

*(continued)*

10. Do you believe that this applicant conducts his/her activities in conformance with the Code of Ethics of the American Veterinary Medical Association (AVMA) Yes\_\_\_ No\_\_\_

If no, please explain\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**11. AFFIDAVIT**

I, the undersigned, being duly sworn do state under penalties of perjury that the answers given above are true and correct. I agree to provide any additional information requested by the Board.

Date:\_\_\_\_\_

\_\_\_\_\_  
Endorser's Signature

Notary Name(print):\_\_\_\_\_

Notary Signature: \_\_\_\_\_

My Commission Expires:\_\_\_\_\_